Talking Paper
on
PKP Automated Tracking System

Background: The pricing office at Hill AFB has been tracking workload information electronically since 1987. The former system was developed using Dbase III and resided at a centralized location. All information was recorded on paper update sheets by the analysts and submitted, on a monthly basis, to the clerk for input. New case information and close-out information were also input into the system by the clerk. At the beginning of each month, the clerk updated the system and printed management reports.

This system allowed the managers to monitor the workload of each analyst and compare workload between branches. The disadvantages to this system were (1) it required a considerable amount of labor to keep the system updated and (2) the information was always one month old. The tradeoff between current information and labor costs to keep the system updated was a major concern for the managers.

In 1992, Contracting installed its first client/server network and started moving to the Windows environment. This change built the infrastructure that allowed individuals to share data concurrently. However, at that time, it was still labor intensive and required a considerable amount of knowledge to create networked applications. As development tools evolved, it became easier and less expensive to generate viable applications. In 1993, Contracting purchased Microsoft Access, which provided the tools necessary to develop an on-line "Workload Tracking System."

PKP Workload Tracking System: This system is designed to provide managers with on-line access to workload data and at the same time reduce the duplication of effort required to keep the data current. It tracks information on pricing cases, reportable audits, and reopened clauses. It is organized into four main modules: (1) Buyer, (2) Manager, (3) Analyst, and (4) Clerical. The functions of the four modules are as follows:

Buyer Module:
- Request for Pricing Support
- Request for Reopener Clause
- On-line Status on Pricing Cases
- Reopener Clause Update

Manager Module:
- Open/Close Pricing Cases
- Follow-up on Pricing Case Status
- View On-Line Management Reports
- Review Historical Statistics
- Evaluate Pricing Metrics

Analyst Module:
- On-line Update
  - Pricing Cases
  - Reportable Audits
  - Reopener Clauses
- Manage Individual Case Workload
- Review Evaluation Statistics

Clerical Module:
- Automated Case Setup
- PNM Sent Letters
- Specialized Reporting

This system reduces duplication of effort, allows on-line access to data for both the managers and analysts, and reduces errors in data by providing validity checks.

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Information Flow: The buyer requests pricing support by submitting a Form 1 to the pricing office. This form includes the following information: contractor name and Duns number, purchase request or contract number, estimated dollar amount, item description, date of proposal, and buyer name. Once the Form 1 is received in the pricing office, the supervisor assigns the case to an analyst and determines the type of support needed. The case is either classified as a claim, defective pricing, final pricing, letter contract, modification, option review, forward pricing, source selection, unpriced, action, or wage determination.

After the supervisor makes the case assignment, the pricing clerk enters the case information into the Workload Tracking System. The analyst enters all other information into the system, which includes status information, audit information, and pnm information. For reportable audits, the clerk collects the information from the Workload Tracking System and enters the information in to PARS.

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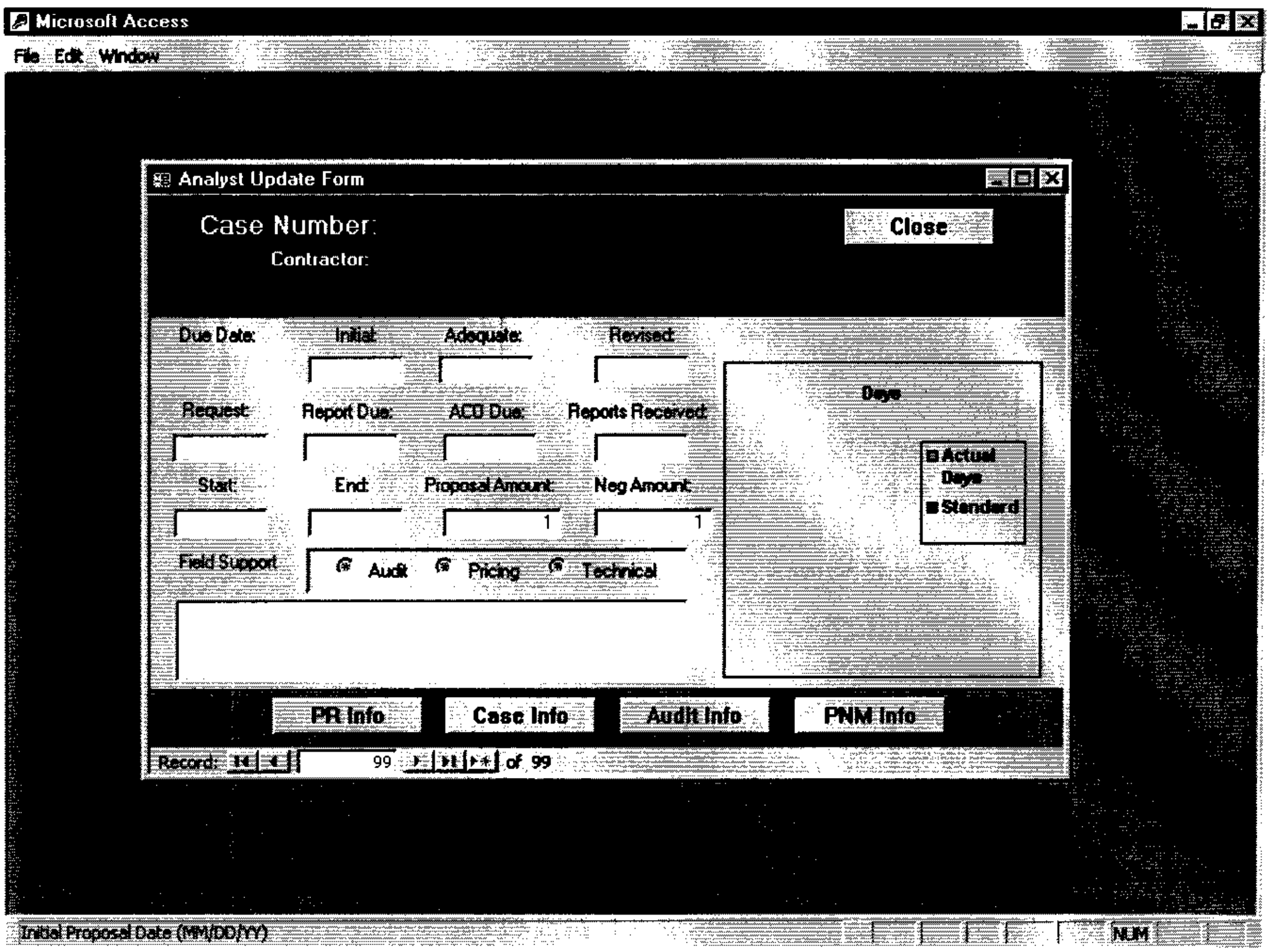

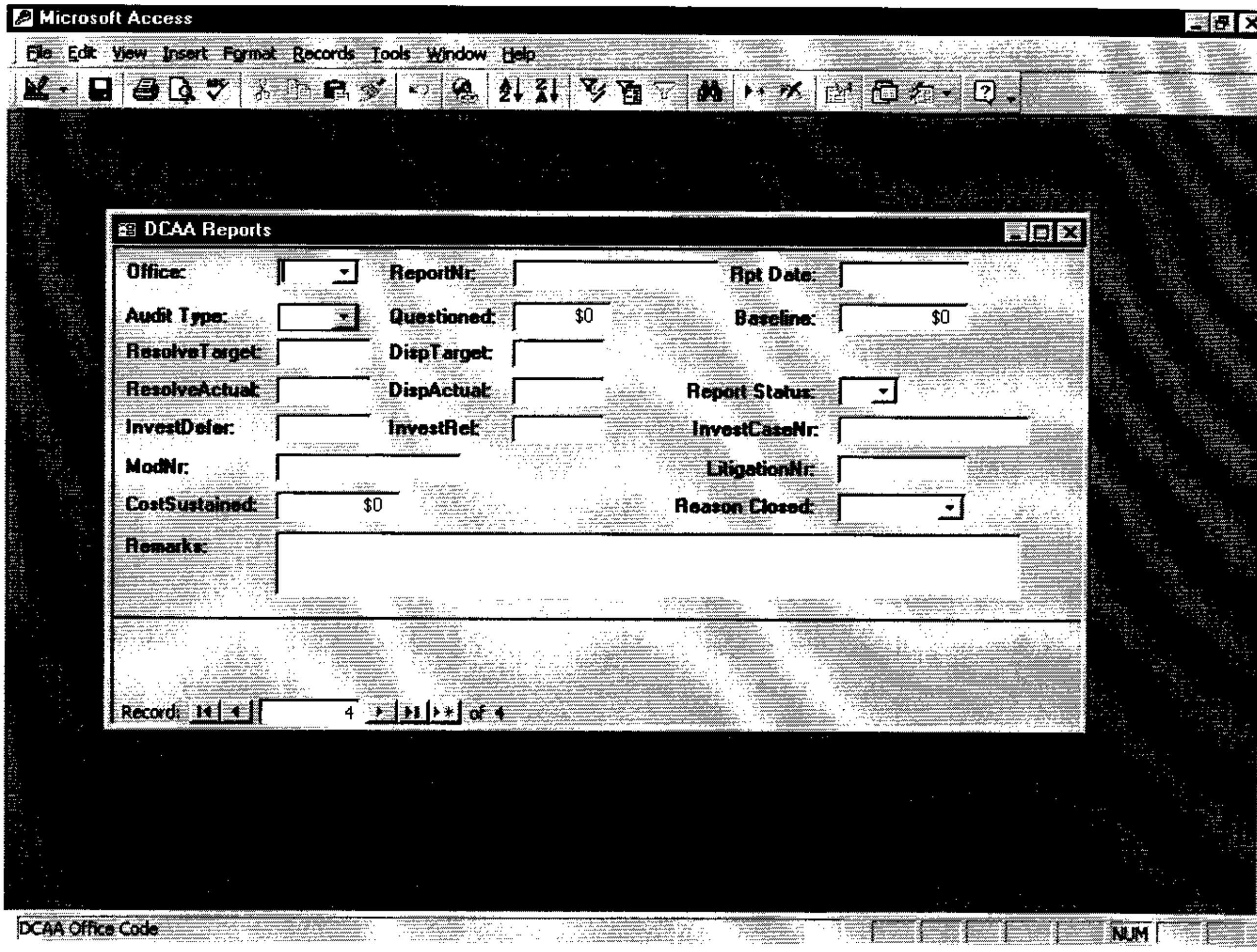
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